

## Introduction

DD Form 1685 Electronic Interface for Service/Agency Collaboration is a web based database application that provides paperless collaboration/coordination between service/agency activities on proposed actions for cataloging data changes to the Federal Logistics Information System (FLIS). The application supports collaboration requirements as defined in DoD 4100.39-M, FLIS Procedures Manual, Volumes 1 & 2.

## Concept

The paperless exchange of information is accomplished using computer-generated forms and the Internet via a WWW (World Wide Web) application. The application utilizes the graphical capabilities of modern web browsers to create an online form remarkably similar to the paper form. The web application is written using a technology called Active Server Pages that allows the forms to be checked for content and error, updates a database with the form data, and allows live links to be emailed to collaborators. The application accommodates file attachments and uploads from user PCs (to the 1685 form), also provides search, edit, and delete capability of proposed actions and responses. Additionally, the application provides the using community with the ability to archive and retrieve records for a period of time as governed by policy.

## Platform

The application runs on a standard Pentium II class Intel based PC with Microsoft Windows 2000 Server installed as the operating system. The system must be connected to the Internet via LAN, dial up connection, or other means and the server must have a valid IP address. Under Windows 2000 Server, Microsoft Internet Information Server 5.0 (IIS 5.0) must be installed as the web server. In order to function properly, the 1685 application requires that the following be installed under IIS 4.0: Microsoft Active Server Pages executable, Microsoft Front Page Extensions, and Microsoft Scripting runtime (available with NT option pack 4). This application also requires the Microsoft CDONTS (Collaborative Data Objects for NT Server) library sniping installed and enabled under IIS 5 and the SMTP (Simple Mail Transfer Protocol) option be enabled. Lastly, this application requires a commercial utility application called SA-File Up by Soft Artisans Co. to allow file uploads from user PCs via RFC 1867.

## User Requirements

The automated DD Form 1685 requires the user to utilize the following Internet browsers;

- Internet Explorer 6.0 or above
- Netscape Navigator 6.0 or above
- Mozilla 1.1 or Above
- A Microsoft (or compatible) Mouse.

A java script-enabled web browser is required in order for the user to view the Collaborative Point of Contact (CPOC) database and many of the DHTML menus. Make sure client-side scripting is turned on under your browser options.

Using activities must have an Activity Code and email address specified and registered in the CPOC. \*

*\* Note:* The Activity Codes resident within the CPOC and the user specified email addresses for their Activity are associated within the supporting database. The CPOC entries are required for input in Block 1. Of the DD Form 1685 and upon mailing the 1685, the email notification is sent to the associated email address.

**IMPORTANT:** WITHOUT A RESIDENT ACTIVITY CODE IN THE CPOC and an ASSOCIATED USER SPECIFIED EMAIL ADDRESS FOR YOUR ACTIVITY, and THE ACTIVITIES YOU

REQUIRE COLLABORATION WITH, COLLABORATION CANNOT BE ACCOMPLISHED. \*\*

\*\* Registration of Activity Code or Email Address in the CPOC can be accomplished by selecting the CPOC Maintenance option from the Main Menu and sending a request for addition into the CPOC database.

### Accessing the DD Form 1685

The DD Form 1685 web-based application is accessible to all Federal Cataloging System users who require this form for collaboration prior to a data change to the FLIS database and downstream logistics systems by a Federal Cataloging activity. Access to the DD Form 1685 can be obtained by accessing Defense Logistics Information Service web site [www.logisticsinformationservice.dla.mil](http://www.logisticsinformationservice.dla.mil) and selecting "DD Form 1685" under the FEDERAL and INT'L CATALOGING, ASSIGN THE NSN Forms and Publications menu option \*.

### General

The 1685 application is menu driven, requiring the user to select a menu option to accomplish a desired action (i.e. Create, Edit, Mail, and Search). The proposal and response forms are designed to be a "point & click" environment, that is, locate your cursor over the desired field and mouse click to accommodate data input. The user may also use the "Tab" key on the keyboard to maneuver throughout the form. **The "Enter" key on the keyboard is not used.** Moving from menu to form and back can be accomplished in two different ways:

1. By mouse clicking the appropriate "button" or "screen prompt" denoting the desired action or
2. Using the "back", "forward" and "home" options on their Internet browser. We strongly discourage use of the BACK and FORWARD buttons as this can lead to unexpected states and possibly error messages. All menus have appropriate navigation buttons.

All word processing conventions are resident within the application, including cut & paste capability from screen to screen and form to form.

***\* Note: To provide instant access to the application, it is recommended that the user create a "bookmark" on your web browser for the DD Form 1685 Main Menu web page upon accessing the application for the first time.***

### Process Overview

**Note:** The term "select" = mouse click.

To **access** the DD Form 1685 web based application:

- Access the Logistics Information Service web site ([www.logisticsinformationservice.dla.mil](http://www.logisticsinformationservice.dla.mil)).
- Select "FEDERAL and INT'L CATALOGING, ASSIGN THE NSN" option.
- Select "DD Form 1685" from listing.

To **create** a DD Form 1685

- Select "Create 1685 Form" menu option from Main Menu.
- Complete DD Form 1685 per online instructions (Main Menu option).
- Select "Mail Form 1685" button.
- Form is updated in the database and mail is sent to activities.

To **mail** a DD Form 1685 copy or resend email to designated activities

- Select "Mail Menu" menu option from Main Menu.
- Provide "DCN" and select "Submit DCN" button on Mail 1685 Search Menu.
- Select "Mail to Activities" button (sends email notification to all activities in Block 1 on form) or provide

an email address and select "Send Copy To:" button (sends email notification to provided addressee).

To **edit** an existing DD Form 1685

- Select "Edit/Delete 1685 Form" menu option from Main Menu.
- Provide "DCN" and select "Submit DCN" button on Edit/Delete 1865 Search Menu.
- Insert changes or additions and select "Update" button.

To **delete** an existing DD Form 1685

- Select "Edit/Delete 1685 Form" menu option from Main Menu.
- Provide "DCN" and select "Submit DCN" button on Edit/Delete 1865 Search Menu.
- Select "Delete" button.

To **search** for an existing DD Form 1685

- Select "Search 1685 Forms" menu option from Main Menu.
- Provide the search term (what it is you are looking for)
- Provide the search type (Search by NSN, DCN, or FSC)
- Select the Wild Card (Begins with, exact match, etc.)
- Click Submit
- Then select the 1685 you want from the search results.

To **Reassign** a DD1685 to a different collaborator or delegate the work

- Select "Search 1685 Forms" menu option from Main Menu.
- Follow steps above to find and select the DD1685
- Select "Reassignment"
- Find the collaborator you want to reassign on the screen
- Enter a valid email address in the "reassigned to" field
- Click Update.

**Response** to a DD Form 1685

- New DD Form 1685 received for collaboration
  - Click the link you received in the email notification.
  - Select "Add Response" button at the bottom of DD Form 1685.
  - Fill in response form with appropriate data.
  - Select "Add Record" button at the bottom of the response form.
- Existing DD Form 1685
  - Select "Search 1685 Forms" menu option from Main Menu.
  - Provide the search term (what it is you are looking for)
  - Provide the search type (Search by NSN, DCN, or FSC)
  - Select the Wild Card (Begins with, exact match, etc.)
  - Click Submit
  - Select the 1685 you want from the search results.
  - Select "Add Response" button at the bottom of DD Form 1685.
  - Fill in response form with appropriate data.
  - Select "Add Record" button at the bottom of the response form.

To **attach a file** to a DD Form 1685

***IMPORTANT: Do not attach any files of a "proprietary, limited rights, or classified" designation to the DD Form 1685.***

- New DD Form 1685
  - Select "Create 1685 Form" menu option from Main Menu.
  - Complete DD Form 1685 per online instructions (Main Menu option).
  - Select the "Attach File" box on the DD Form 1685
  - Select "Update" button.
  - Input the drive, path, and filename in the box **or** Select the "Browse" button on the 1685 Documentation Upload screen.
  - Find and Select the file from your hard drive.
  - Select the "Submit" button.
- Existing DD Form 1685
  - Select "Search 1685 Forms" menu option from Main Menu.
  - Provide the search term (what it is you are looking for)
  - Provide the search type (Search by NSN, DCN, or FSC)
  - Select the Wild Card (Begins with, exact match, etc.)
  - Click Submit
  - Then select the 1685 you want from the search results.
  - Select the "Attach File" box on the DD Form 1685
  - Select "Update" button.
  - Input the drive, path, and filename in the box **or** Select the "Browse" button on the 1685 Documentation Upload screen.
  - Find and Select the file from your hard drive.
  - Select the "Submit" button.

To **exit** the DD Form 1685 application

- Select the "Home" icon on your web browser.